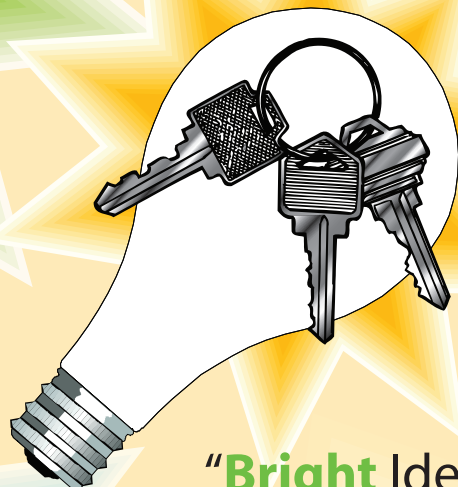


E m p l o y e e Suggestion P r o g r a m

About
Think It



"**Bright** Ideas
are the
Key to our
Success."

<http://hr.ffas.usda.gov>

OVERVIEW

The intent of the Employee Suggestion Program is to encourage employee participation to increase the quality of suggestion by:

- ✱ Improving the economy and efficiency of USDA operations .
- ✱ Making full use of the skills and resourcefulness of our workforce

SUGGESTION MONTH

JULY has been designated:

*Employee Suggestion
Month*

ACCEPTABLE SUGGESTIONS

The Employee Suggestion must:

- ✱ Be constructive ideas
- ✱ Be submitted in writing
- ✱ Contribute to the economy, efficiency, or effectiveness of Government operations

Job-related Employee Suggestions may be considered for recognition if the suggestion is:

- ✱ Outside the employee's job responsibility or authority to implement
- ✱ Within employee's job responsibility, but is so superior that it warrants special recognition

About
Think It

EMPLOYEE'S RESPONSIBILITIES

Employee shall:

- ✱ Submit Employee Suggestion in writing
Use AD-287 if possible
- ✱ Submit Employee Suggestion using bond paper when AD-287 is not available
- ✱ Present each idea as a separate suggestion.

Employee Suggestion

- ✱ What is the present method?
- ✱ What are the disadvantage to the present method?
- ✱ What is the proposed method?
- ✱ What are the advantages or estimated savings?

Employees should submit Employee Suggestions through supervisory channels but may submit them to the following:

- ✱ Immediate supervisor, branch, or section chief.

AWARDS

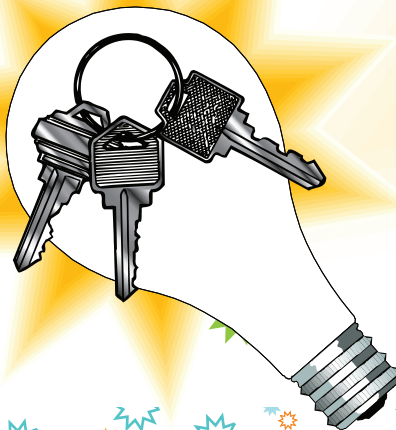
If a suggestion is adopted, a monetary or honorary award will be given.

Monetary: Estimated of the first year tangible savings to determine the award
Honorary: Jade Keepsake

If a suggestion is not adopted, the suggester will receive a keepsake.

EMPLOYEE RECOGNITION

Office should recognize the employee submitting the greatest number of adopted Employee Suggestions each year.



For more information contact:

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